



Mark A. Hackel
County Executive

Court Administrator

16th Judicial Circuit Court
Mount Clemens, Michigan

Salary - \$91,664.96 - \$114,581.23

At-will under County Human Resources Policy

JOB SUMMARY:

The Court Administrator, under the administrative direction of the Chief Judge, is the chief executive officer of Michigan's 16th Judicial Circuit, Macomb Probate, and 42nd District Courts ("Court") system; responsible for the administration of the Court including the Court's Jury System, attorney assignments and payments, the Family Division, Civil/Criminal Division, and the Assignment Clerk's Office; provides liaison with the County of Macomb, the Michigan Supreme Court, the State Court Administrative Office (SCAO), the State of Michigan, and the Michigan Legislature; maintains current knowledge of legislation relevant to the Court, recommends remedial legislation and drafts same as required, and prepares the annual budget for the Court; functions within wide parameters in technical, fiscal and administrative matters; directs and supervises the work of professional and clerical personnel in the Court; performs related duties as assigned.

QUALIFICATIONS (EDUCATION AND EXPERIENCE):

REQUIRED:

Possession of a Juris Doctorate Degree from an accredited college or university; or possession of a Master's degree from an accredited college or university in Court Administration, Public or Business Administration or closely related field.

Five (5) years of experience in governmental, organization or business administration, preferably in an activity related to legal and/or court functions.

PREFERRED:

Certification as a Certified Court Executive and Fellow of the Institute for Court Management.

Previous management experience.

BENEFITS:

We offer health, dental and vision plans that offer flexibility and choice along with a generous time off policy and a 401(a) retirement plan.

HOW TO APPLY:

This job posting closes at 5:00 p.m. on July 12, 2016.

For a complete job description, benefits information and online application instructions, please visit our website at <http://hrlr.macombgov.org/>

THE COUNTY OF MACOMB IS AN EQUAL OPPORTUNITY EMPLOYER